Unit Five Vocabulary

The future of work
مستقبل العمل
By: Mr El Sebael Atteya

messaging	مراسله	switch.... on/off	يفتح جهاز - يغلق	mute	يكتم الصوت -صامت
join	ينضم الي	share	يشارك –نسبه من الاسهم	turn ... up/down	يعلي – يخفض صوت
possibilities	احتمالات	sound	صوت - يبدو	screen	شاشة
software	برمجيات	virtual	افتراضي - واقعي	microphone	ميكرفون
clarification	توضيح	clarify	يوضح	IT support worker	عامل دعم فني
check	يفحص - يتأكد	respond	يستجيب	document	وثيقة
technical	فني	combine	يربط	create	يخلق - يبدع
separate	يفصل	Plug in	يوصل بالكهرباء	conference	مؤتمر
version	اصدار - نسخه	trend	توجه / اتجاه	spaces	أماكن
tools	ادوات	employee	موظف	personal	شخصي
communicate	يتصل	apps	تطبيقات برمجيه	predictions	تنبؤ
decision	قرار	interviewee	مستجوب	support	يؤيد – يساند -دعم
environment	البيئه	interpersonal	شخصي	available	متاح
consequences	نتائج	replace	يستبدل	human contact	اتصال بشري
decline	ينخفض – هبوط - انهيار	risk	يحارف - مجازفه	level	مستوي
welfare	رفاهيه	officer	ضابط	position	موضع - مكانه
colleagues	زملاء	memory	ذاكره	interview	مقابله شخصيه
skills	مهارات	stressful	متعب - مجهد	situations	مواقف
faithful	مؤمن - مخلص	appear	يظهر	positive	ايجابي
classmates	زملاء الفصل	effective	مؤثر	mind	يمانع
topics	مواضيع	creative	ابداعي	points	نقاط
cards	كروت	presentation	تقديم	verbs	افعال
nouns	اسماء	adjectives	صفات	give up	يتخلي عن
identify	يتعرف علي	tips	نصائح	Concentrate on	يركز علي
summarise	يلخص	old-fashioned	موضه قديم	techniques	طرق - اساليب
summary	تلخيص	tend to	يميل الي	conclude	يستنتج - يختم
logical	منطقي - عقلي	unit	وحده	reduce	يقلل
essential	لازم - ضروري	draw	يرسم	background	خلفيه
record	يسجل - سجل	guess	يخمن	discover	يكتشف
mark	درجه - يصحح	shocked	مصدوم	wonder	يسأل
click	نقره - يضغط	slide	شريحه - ينزلق	explanation	تفسير - شرح
phrase	عباره	session	جلسة	add	يضيف
Video conference	مؤتمرات مرئيه عن بعد	reply	يجيب - اجابه	definitely	بالتأكيد
grateful	ممتن - شاكر	Clip	مقطع	arrow	سهم
option	اختيار	Video call	مكالمه فيديو	Attach to	يربط – يرفق
address	عنوان	settings	اعدادات	image	صوره ذهنيه
plus	زائد	sign	علامه - يوقع	Apply for	يتقدم ل
instant	فوري	Pod cast	ملف الوسائط المتعدده	forum	منتدي عام
specfic	خاص	Podcast	بث صوتي	delay	تأخير
race	سباق	post	بريد - عمود	suit	يناسب - بدله
reality	الحقيقة	role	دور	details	تفاصيل
clip	مقطع	icon	أيقونة	Human beings	البشر
highlight	يلقي الضوء	destruction	دمار	IT support	دعم تقني

Definitions

document	A piece of paper that has official information n it	وثيقه
mute	To make a sound of something quieter or make it disappear completely.	يكتم الصوت
slides	A piece of a film in a frame that you shine a light through to show a picture on a screen	شرائح
virtual	made on the internet or on a computer , rather than in the real world	واقعي-افتراضي - عملي
software	The sets of a programe that tell a computer how t do a particular job.	برامج الكمبيوتر
share	To give some of what you have to somebody else .	يشارك
IT support	Technical help that a company gives to customers using the internet.	دعم تكنولوجيا المعلومات
highlight	To make a problem or a subject easy to notice to that peple pay attention to it. To make part of a text with a special coloured pen.	يسلط الضوء علي
join	To become a member of a meeting or an organisation	ينضم الي
Catch up with	To reach the same standard (level) as other people in your class, group	يواكب
respond	To do, say or write something as a reply or reaction to something.	يستجيب
welfare officer	A person who is in a position of authority in a large organisation	وجه نظر
artificial intelligence	The study of how to make computers do intelligent things that people can do , such as think and make decisions	الذكاء الصناعي
highlights	The most important, interesting, or enjoyable part of something such as a holiday, performance, or sports competition.	اهم الاحداث
interpersonal	Connecting with relationships between people.	شخصي
trend	A general tendency in which a situation is changing or developing.	محكمه
install	To add new software to a computer so that it is ready to be used.	يغش - غش
Technique	A particular way of doing something (in which you have to learn special skills)	طريقه
Mind map	A diagram used to represent words , ideas , tasks or other items .	خريطه ذهنيه
forum	An organization, meeting etc where people have a chance to publicly discuss an important subject.	منتدي

Expressions

a virtual meeting	اجتماع افتراضي	Internet connection	وصله نت
by accident	بالصدفه	stay in touch with	يكون علي اتصال
do their project	يعما مشروع	personal problems	مشاكل شخصيه
fewer emails	اميلات قليله	Make decisions	يتخذ قرارات
agree with	يتفق مع	make- have choice	يختار

Artificial intelligence	ذكاء صناعي	(take) control of	يتحكم في
Human beings	البشر	interpersonal skills.	مهارات شخصيه
positive consequences	نتائج ايجابيه	a student welfare officer	مسئول رعايه التلاميذ
a job application	التقدم لوظيفه	deal with	يتعامل مع
make a list	يعمل قائمه	instead of	بدلا من
on a mind map	في الخريطه	coloured pens	اقلام تلوين
concentrate on	يركز علي	on a card	علي الكارت
make changes	يقوم بتغييرات	tend to use	يميل لاستخدام
click on the link	ينقر علي الرابط	Power Point slides	شرائح باور بوينت
in advance for your help	في الحال	take a break,	يأخذ راحه
grateful for your friend's help	شاكر لمساعده	By accident= by chance	بالصدفه
tips = pieces of advice	نصائح	Creative = imaginative	مبدع
switch on & switch off	يشغل جهاز – يغلق جهاز	Turn on & turn off	يشغل جهاز – يغلق جهاز
work in pairs	يعملوا في ثنائيات	Make up the way	يبتكر طريقه
do a session	يعقد جلسه	Look into	يبحث عن
turn up	يرفع الصوت	At least	علي الاقل
in different ways- colours	بطرق او الوان	lose the race	يخسر السباق
plug in	يوصل الفيشه	Ask for help	يطلب مساعده
at the start of	في بدايه	Suit to the role	يناسب الدور
look into possiblities	يتقصي الاحتمالات	Share with	يشارك مع
mute the microphone	يخفض الصوت	Apply for	يتقدم ل

Derivatives

Verb		Noun		Adjective	
interview	يقابل	Interviewer- interviewee	المذيع- الضيف	interviewable	قابل للمقابله
create	يخلق - مبدع	Creation- creator	خلق - خالق	creative	مبدع
suit	يناسب	Suit- suitability	بدله - صلاحيه	suitable مناسب	
connect	يربط - يصل	connection	صله - رابطه	connected	مرتبط
		virtuality	الجوهر- احتماليه	virtual	افتراضي
decide	يقرر	decision	قرار	decisive	حاسم
support	يدعم	Supporter- support	مؤيد - دعم	supportable	قابل للدعم
mute	يكتم الصوت	mute	اخرس - ابكم	mute	صامت
predict	يتنبأ	prediction	تنبؤ	predictable	يمكن التنبؤ به
attach	يربط- يرفق	attachment	مرفق	attached	متعلق ب
highlight	يلقي الضوء علي	highlight	حدث مهم	highlighted	مهم - بارز
summarise	يلخص	summary	ملخص	summarised	ملخص
consider	يعتبر	consideration	اعتبار	considerable	مناسب
shock	يصدم	shock	صدمه	shocked	مصدوم

Antonyms

Word		Antonym	
install	يركب	uninstall = remove	يزيل
Turn up	يرفع الصوت	Turn down	يخفض الصوت
on the right	علي اليمين	On the left	علي اليسار
virtual	واقعي	Fictional - irrational	ليس عقلاني - خيالي
support	دعم - مساعده	disapproval	استنكار
link	صله - رابط	separation	فصل
Old-fashioned	موضه قديمه	fashionable	مساير للموضه
join	ينضم	unlink	يفصل

highlight	اهم حدث	Background-play down	الاقل اهميه
download	ينزل من النت	upload	يحمل علي النت
mute	يصمت - صامت	Chat- - talk-(loud)	يتكلم - عالي
concentrate	يركز	distract	يشتت
artificial	صناعي	natural	طبيعي
available	متاح	unavailable	غير متاح
support	يؤيد	oppose	يعارض
attach	يربط	detach	يفصل
by accident	بالصدفه	on purpose	عمدا

Synonyms

Word	Synonyms	
install	position - put	يركب
virtual	practical - factual	واقعي
happen	occur – take place	يحدث
support	help – aid - assist	يؤيد - يساعد
mute	silent - wordless	صامت
attach	fix – fasten -join	يربط
link	connection - join	يربط
technique	system -method	طريقه
employee	worker - labourer	موظف
intelligence	understanding - intellect	ذكاء - فهم
respond	answer - reply	يستجيب
consequence	result - outcome	نتيجه
by accident	by chance	بالصدفه

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Language Notes

1- employee موظف - employer صاحب العمل - employ يوظف
- employment وظيفه - unemployment البطاله

2- لاحظ استخدام فعل مفرد مع الكلمات الآتية ولكن عند الإشارة إليها بضمير نستخدم ضمير جمع (they, them, their):

Everyone / everybody / someone / somebody / no one / nobody / anyone / any body / (any / every person)

- Everyone benefits from space technology in their everyday lives.
- Everyone has their own ideas about the best way to bring up children.

Someone is kncking on the door, aren't they?

3. decide + to + infinitive يقرر

•*We decided to go shopping in the mall in our neighborhood.*

- decided +on + v+ing (noun) يختار

. My brother deciced on a good job in a bank.

. My brother deciced on travelling abroad to start his career.

-decide + that + جمله كامله يقرر

. Ali decided that the new job is interesting

4- **Technical** (صفه) فني - **a technician** (اسم) شخص فني

-There is a (technical - ~~technician~~) problem in our cmputer . We need a (~~technical~~ - technician) to solve it.

5- **close** (للابواب والشبابيك) - **turn on –off** (للاجهزه)

6- **virtual** حقيقي - افتراضي - **visual** بصري -**visible** مرئي

- The (virtual- visual - visible) head of the business is Mr. Ali. He runs the company effectively.
- Good teachers use(virtual- visual - visible) aids to help students to understand their lessons.
- The boy hid behind the table, but his head was (virtual- visual - visible) . His brother caught him

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7- **At the end** (في نهايه فيلم- مسرحيه-مؤتمر-مكان) - **in the** end (اخيرا)

- the main actor was killed (at the end- in the end) of the film
- Our school is (at the end- in the end) of the street.
- Ali tried a lot to answer the difficult question, (at the end- in the end) he was able to answer it.

8- **join** يلتحق بـ - My father joined a new job in El Asher Town.

- **join** يربط - Carpenters use glue to join the pieces of wood together .

9- **link**يربط(to / with) -The pipe must be linked to the cold water supply.

- **link** رابط -You can use the link of Mr.El Sebaei's notes to download it.

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10 - share = participate = take part in = contribute to يشارك في

11- **apply for**(وظيفة / شيء) يتقدم للحصول علي -**application** . طلب وظيفة - **applicant** متقدم لطلب

12- **artificial** صناعي -artificial (intelligence / limbs / lake)

- **industrial** صناعي (خاص بالصناعة) - Industrial (sector / revolution / country)

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14 - **contact** : (لا تأخذ حرف جر) يتصل .You can contact me on this number.

-**connect** (to) : يتصل .You can connect the computer to the internet easily .

a contact with : احتكاك او اتصال بـ ,She needs to have a contact with new people .

15- **hear from** يتلقي اخبار من

hear of / about يسمع عن

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READING

Carla: Hi, can you help us?

IT Support: Yes, sure. Can you tell me what the problem is?

Carla: Sure. We wanted to have a virtual meeting with a group of students in Egypt for a project. We installed the software for the meeting and that was fine. Everyone joined the meeting. We turned our microphones on and switched our cameras on. We could hear and see everyone without any problems for the first five minutes.

IT Support: OK and what happened then?

Carla: Then, I shared my screen and everything stopped working.

IT Support: So the other students couldn't hear or see you and you couldn't see or hear them either?

Carla: That's right. We were talking to them, but they stopped responding. It was clear that they couldn't hear us. We turned our sound up, but it seems that they still couldn't hear anything we said or see us. We can only see the document I wanted to show them now.

IT Support: Did you mute your microphone?

Carla: No, I didn't touch my microphone. It was still on.

IT Support: Did you check your internet connection?

Carla: Yes, I did. The internet connection is fine.

IT Support: That's strange. Are you definitely still in the meeting? Could it be that you left the meeting and you didn't realise it?

Carla: I'll check. Oh, you're right. I closed the meeting by accident! Sorry.

IT Support: Don't worry. It happens Maybe you can look into other ways of staying in touch with the students during your meetings if there are technical problems, like email or instant messaging.

Carla: Yeah, good idea. Thanks for your help. I'll go and email the students.

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TIPI:

Start by thinking what you need to learn. For example, if you need to study for a Maths exam, make a list of all the topics you need to know Then, decide how much time you'll need to learn about each one. Finally, decide which topics are the most important and plan to spend more time on these

TIP 2:

This is a creative way of bringing information about a topic together in one place. You start by writing the topic in the centre of the page and then draw lines from the centre. At the end of each line, you write a different part of the topic and make short notes about it. You could even use pictures instead of text in your mind map too.

TIP 3:

For example, if you write the most important points about a topic on cards, you could use the same colour cards for similar topics. This will help you to find information more quickly. You could also get some different coloured

pens and highlight different types of words (verbs, nouns, adjectives, etc) in different colours.

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SKILLS FOR LIFE

Everyone has problems while they are trying to study sometimes. Try sometimes. Don't get stressed or give up. Try to think of creative solutions. Try doing something in a different way,or in a different place, or in a different order or using a technology

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To: Monica@mail.com

From: Imon@maii.com

Hi Monica,

Thank you for your email about virtual meetings. I understand how to join the meeting by clicking on the link in an email and turning my microphone and camera on and off, but I'm not sure about how to give a presentation during a meeting. It sounds like you have to share your screen if you want to show other people a document or PowerPoint slides, is that right? So I need to join the meeting, share my screen and then stop sharing when I've finished showing the thing I wanted to show. Have I understood that correctly? If I haven't, feel free to let me know howI should be doing it .Maybe we could have a quick call so you can talk me through it.

Thanks very much in advance for your help. I'm sure I'll be able to give presentations in our meetings without any problems very soon.

Talk to you soon,

Iman

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Hi there,

You asked for some study tips and I have two good ones for you:

Try using the Pomodoro technique. You concentrate on your work for 25 minutes, then take a break, then do another session for the same amount of time, then take another break. After a few of these, you take a longer break. Try teaching another student something you find difficult to understand. Prepare something before you meet up with them. Then explain it to your friend as well as you can.

Let me know how the studying goes.

Talk to you soon!

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Dear Sir/Madam,

I am writing this letter to apply for the position of student welfare officer.

I believe that I am suited to the role because I enjoy helping people feel more

positive. At school, I have learned to deal with stressful situations. I like using my weekends and evenings to help other students. I always appear to be calm which helps the person I am speaking to. I am very excited by this role and I hope you decide to offer me the position. I hope to hear from you soon

Yours faithfully,

Mariam

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WB

Studying on my Head

by Hamid Shazly

I was never very good at concentrating, so my dad gave me a book called" Study skills for you." I discovered lots of new ideas. The first message in the book is that we all learn differently. So, the first thing I did was to learn how I best remember things. I tried making a summary of each unit of the school book, then a summary of the summary until I reduced the essential information into a small mind map. Highlighting important details in different colours helped me so much that I was even able to remember where on the map certain information was. History was my worst subject. So, while I was sure she has understood? making my notes, I played the same song in the background. When I went to sleep, I used to listen to the song again to make me think about the history notes. To avoid too much sitting on my desk, I got up every 20 minutes and walked around my room or went and studied in the park. I also recorded my notes on my phone and listened to them while walking in the park.

So, I guess you're wondering whether all these experiments worked? Well, it certainly helped me discover how I remember things best and it made revising a lot more interesting. This meant I spent more time doing it. When I got my final results, I was shocked but very happy to tell my dad that the highest mark I got was in History!

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Hi there,

Adding a virtual background is great fun and quite easy to do when you know how. Let me explain. First, look for the arrow next to the camera Icon at the bottom of the screen. Click on that and then click on 'settings'. Another window will open, and you have to find the option on the left that says 'video and image backgrounds'. You have to click on that if you don't have any images, you can add them by clicking on the plus sign which you can find on the right. Choose the image you want and then dick on 'apply' and that's it!

I hope you have lots of fun but let me know if you have any questions.

Speak soon,

Basel

Writing a tip

When writing personal or informal emails, the tone, the choice of words and the way the words are put together are different:

- **Use contractions, first person pronouns such as / or We, and phrasal verbs.**
- **Use greetings like Hi, Hello and Dear + first name.**
- **Use endings like (Yours, Talk to you soon, Hope to hear from you soon and Best regards.)**

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Exercises

1 Choose the correct words to complete the sentences.

1.I'm proud of my contribution to the team's success; they all did their (share- contribute-taking place-writing)of the work.

2.The businessman bought 100 (shares-goods-applicants- employees) of Toyota Company at the market price

3.He is a (creative- creator- creation-created) teacher.He presents his lessons using wonderful activities.

4.The company was (created-creator-creation- creating) 25 years ago. It has established itself a good position among the great companies.

5.My father asked a technician to (save- keep-install-repair) our new washing machine.

6.Please,could you (mute-turn up- switch on-turn on) the music while I make a call.I can't hear well.

7.(Bugs- Window-Software-Settings) is the programs that run on a computer and perform certain functions.

8.The famous writer (shared- clicked-plugged-sent) his story with the press. Most people read and admired it.

9.The first (documented- record- writing-watching) case of shark attack in the waters near Sharm el Shaikh was ten years ago

10.An engineer in the company was arrested for leaking secret (conferences -copy- inversion-documents) about the company projects.

11.The minister's assistant serves as the (link-communication-transport- transplant) to the media.

12.Good teachers use power point(pictues-phoyos-books-slides) to try to facilitate the lessons to make students understand well.

13.The director prepared his (essay- article-presentation- position) carefully, so his message was easily understood.

14. There are 200 (employers – employees- owners – applicants) working in this big company.

15. Early black and white photos show people in (fashion-old fashioned-fashionable-fission) clothes

16. The government(aid-forces-supports-wandered)a lot of charities to be able help a great number of the poor all over Egypt..

17-Students should (do -make- mind- avoid) a summary of important points in each unit to help them improve their levels.

18.Students should(concentrate – depend- count- keen) on reading the questions to able to get high marks.

19. I'll e-mail my report to you as an (attachment – amendment – adjustment – appointment).

20.The spread of Cronavirus has caused a lot of problems in the world like (employment- tourism- unemployment- terrorism)
21. My sister loves clothes and buys very (fashion-ols fashioned-fashionable-fission) dresses.
22. Using a typewriter is (modern -ancient -old-fashioned -poetic).Now we use computers.
23. My son has managed to (tie -link –connect-join) the Zamalik sporting club. It has been his dream for years.
24- She is a bit old-fashioned in her outlook. The word" old-fashioned" can be replaced by(antique -modern -update –recent)
25 -She is a bit old-fashioned in her outlook. The antonyms of "old-fashioned" is (antique -modernise -fashionable –recently)
26- I have problems with my tablet so the (IT support-manual- gardener-mechanic) worker comes to help me.
27.We all were (pleased -shocked -surprised _persuaded) when we **knew about the death of my uncle suddenly in an accident.**
28. After the match had ended, the reporter showed the (accidents - occasions -incidents – highlights)of it. It was five minutes only.
29. Two children have been kidnapped.The police are looking (into-up-on-in) their disappearance and will find them quickly.
30. The government tries to find (create – creation – creatively – creative) solutions to our economic problems.
31. Whatever problems you have, you should try and try and don't (take- give -send- dismiss) up hope.
32.Parents should direct their children and give some (advice -devises -taps -tips)that help them overcome the difficulties of life..
33. I think artificial intelligence can't replace -------------- jobs
a)public b) interpersonal c) personnel d) private
34.The story of murder two young girls by their mother became a(brand -trend – popular- public) on all the social media sites.
35- This website is fake . It always offers me a lot of (links -connections -communications – lakes)that have viruses. They destroy a lot of files.
36.I am writing this email to apply for the position of a student …………. officer.
a)well-off b) wealthy c) welfare d) prosperity
37.There are nearly two thousand ……………..for only five jobs in this bank. They are too many.
a) employees b) clerks c) applicants d) accounts
38 .A sudden chemical spill on the highway (created-creator-creation- creating) a record traffic jam.
39- Mrs Huda was asked to prepare a (presentation -present -represent –representative)for the Mother's Day. She is the best teacher in the school.
40.I haven't(typed- wrote- repaired- installed) the new operating system yet because of the bugs the computer has.
41.My son joined a university in Cairo, he(lived-ate-shared- painted) a room with a classmate from a remote governorate.
42.He (write- type- published- documented) every thing he sees.He can always prove it was done correctly.
43. Good teachers are able to devise new(technique- road-route- rite) according to the new topics to present them easily.

44. Youth are looking for jobs that suit them . They apply (to- for- by- at) any jobs that can develop their skills.
45- You should choose the colours which (suite -fit –suit-sweat) your age .
46. The clever student can reduce the essential information in each lesson into a small mind (map- limb-lab-course) to help them remember the lessons well.
47.The bank (served -reduced -motioned -mentioned) the benefit on the loans to face the financial crises.
48. During the meeting , the chairman asked all the members to turn (off- in- on-up)their mobiles. He doesn't want anything to disturb them.
49.A lot of famous men…… their funny videos on their sites. They have a lot of likes.
a- share b) force c) allows d) photos
50- Lazy students should make ………maps to help you memorize the new words easily.
a)brain b) mend c) mild d)mind
51.The (intelligence-presentation-mention-words) of the new vocabulary is necessary before explaining the lesson.
52-Artificial ………. is used in all the sectors of the state and make them dispense with human being
a) lakes b) intelligence c) limbs d) organs
53. Egypt have set up new……….. schools to graduate some skilled workers that can work in all factories..
A critical B criminal C technical D official
54.Mobil companies need some…………….engineers to develop their projects for producing smart devices.
a) creative b) intelligence c) mild d) wnders
55.The repoter of On Time sport channel……………the causes of our loss to the final match.
A writes B types C highlights D announce
56.The government build some new roads to ……………the regions of the country together.
A connect B cmmunicate C join D help
57.Some big companies adapt to……….the prices of their products to attract a lot of customers.
a. including b. increasing c. reducing d. excluding
58.The ………….of Zamalik team photo is a great number of their crowds cheering them.
a. forground b. backgroung c. backbone d. playgroung
59. We should turn …….all the lights and sets that we don't use to reduce the consumption of energy.
a) off b) on c) up d) at
60. I sent an email to my supervisor to have a holiday, but he didn't ……… I think he was busy.
a) ask b) respond c) disagree d) speak
61.The headlines of famous newspapers are ……….in red to attract attention.
a) delighted b) writing c) highlighted d) spread
62. Students should be in contact with the …….to help me solve the problem of tablets..
a) IT support b) civil engineer c) English teacher d) supervisor
63.We suffer from some problems in all sectors but we must overcome them to……… I need to ………… up with all the developed countries
a) reach up b) catch up c) use up d) hold up
64.When you don't want any one to hear you, you have to …….the microphone.
a) raise b) decrease c) mute d) silent
65- The ------------------ should respond to the manager's questions accurately.

a) interview b) interviewer c) interviewee d) view

66 .There have been significant computer (attachments – appointments - developments – agreements) during the last decade.

67. The trainee pilot should be put in a (natural-normal-usual-virtual) plane not a real one to learn to fly .

68. My brother has(made- done- joined-link) the faculty of flying. He is going to fly aaircraft.

69.My husband has a lot of wonderful ideas, so he decided to have a (wonderful-creation – natural -creative) course in writing to learn how to Express them.

70. The shool director has set up cameras and turned them (at-up-on-off)to know who leaves the school without his permission.

71-The passengers on the train ………….. to each other to spend their time happily .

a) quarrel b) chat c) shout d) scold

72- Could you --------------- this wire to the computer to be able to use the internet.

a) contact b) connect c) correct d) collect

73-The word clear is the synonym of the word ----------------

a) ambiguous b) mysterious c) complex d) obvious

74- Simple to simplify is like clear to --------------------

a) clerk b) clarify c) solidify d) clarification

75- My father wanted to hear what I was listening to so he told me not ----- the microphone.

a) mute b) moat c) multiply d) meet

76. "We" company provide its customers with bad……of the internt . It is slower than the turtle.

a) relations b) connections c) collections d) corrections

77-Human beings will continue doing jobs that need ------------------ skills.

a) interpersonal b) personnel c) person d) personality

78-Human beings will continue doing jobs that need ------------------ skills.

a) interpersonal b) personnel c) person d) personality

79. I spilt the juice on the carpet by ……………… I cleaned it at once.

a. incident b. event c. accident d. accent

80.I prefer communicating with my friends using emails or --------------- messaging .

a) instant b) constant c) custom d) instincttion

81. I hope to hear (of – about – from – with) you soon.

82-I reduced the essential information into a small mind (map – app – lap – ape)

83.Parents should have more -------------- over their sons and daughters .

a) rest b) organisation c) control d) principles

84. During the current crisis of Coronavirus, most international organisations use ……….meetings to communicate and share information. They try to avoid infection.

a) real b) scar c) factual d) virtual

85.My father said that his teacher was very……… . My father couldn't talk in his lessons!

a serious b strict c fatherly d kind

86-Employess will be able to (give-do-have-make) more decisions at work.

87- ……………. important details in different colours helped me a lot remember them

a) Lighting b) Highlighting c) Omitting d) Drawing

88-(In – At – On – Of) the end of each line , you write a different part of the topic.

89-Studying with all this noise around you will --------------- you. Look for a quieter place.

a) contract b) attract c) distract d) distinguish

90- Teachers must create new techniques and use them ……..to explain their lessons..

A efficiently B effectively C slowly D quickly

91. Some teachers use flash ....to present the new words to students at school.
a. carts b. cards c. cats d. canteens
92.The ------------------ should respond to the manager's questions accurately.
a) interview b) interviewer c) interviewee d) view
93-Everyone has problems while --------------- are studying sometimes.
a) he b) she c) they d) it
94.The two countries (share) a long border.
95.Painters (create- creator- creation-created) the colour orange by mixing yellow and red.
96. The (trainee- trainer- interviewee- interviewer) is the person who asks to get the best applicants for a iob.
97. The (trainee- trainer- interviewer- interviewer) is the person who is asked in an interview.
98- Mind ------------- is a creative way of bringing information about a topic in one place.
a) letter b) book c) map d) diary
adopt clerk dare fiancé grumpy get engaged
inheritance lodgings share
99. Ashraf was feeling lonely, so I suggested that he (adopted- adapted- have-looked for) a cat.
100. The manager asked the (secret- clerk-employer- interviewer) to type the letter on the computer.
101. Manar came in last in the race, so she's feeling quite (bad- grumpy- happy- pleased)
102. Rasha and her (fiancée-fiance- mother- aunt), Adam, plan to have a wedding reception in June.
103 Maged (took- gave- met- sent) revenge on me to dive into the pool with my clothes on.
104 .The Smiths are now very rich thanks to their grandfather's (heritage- inheritance-fiance- wealthy)
105. I offered Mr and Mrs Khamis (lodgings- fiats-sleepers-hotel) while they were in Damietta.
106. The teacher asked the students to (help- share-go- make) their answers with the rest of the class.
107. The family was asked to forgive the thieves for stealing their food, rather than (dear- dear- afraid- occupy) them.
108. Rasha got (engaged- busy- studied- succeeded) yesterday . She was very happy.

&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&

Grammar

Phrasal verbs

الأفعال الظرفية تتكون من فعل و حرف جر أو أكثر وتتغير معناها عن معني الفعل الأصلي وتكون معني جديد

انواع الافعال الظرفيه:

1- أفعال ظرفية يأتي الاسم بين الفعل و حرف الجر

I asked her to turn her sound up - They decided to throw the pearl into the sea.

- Ali asked his secretary to pick his son up from school .

Turn ------ up يرفع Throw ------- into يرمي ---- في Pick ---- up يصطحب

Turn ------down يخفض Throw ------- away يتخلص من Tell ------- off يوبخ

أفعال ظرفية يأتي المفعول قبل أو بعد حرف الجر إذا كان اسم ولكن الضمير يوضع قبل حرف الجر

- Turn off the gas = Turn the gas off = Turn it off
- Put off the meeting = Put the meeting off.
- Put away his books = Put his books away = Put them away
- Take off your shoes = Take your shoes off.

Examples:

Turn on يفتح جهاز Put out يطفيء Take off يخلع get over يشفي من

switch on يفتح جهاز Put away يضع في مكانه Let down يخذل put off يؤجل

Turn / switch off يطفيء Use up يستهلك Make up يختلق Put on يرتدي

أفعال ظرفية يأتي الاسم قبل أفعال ظرفية يأتي بعدها أداة ظرفية وحرف جر

Look forward to يتطلع الي Keep out of يبتعد عن Run out of يستنفذ

Look out of ينظر من Keep away from يتغيب من / يبتعد عن Catch up with يواصل م يلحق

Look up to يحترم Turn out to يتضح ان Fall out with يتخاصم مع

Look down upon يحتقر Cope up with يواكب Put up with يتحمل

- We look forward to the holiday . - I can't put up with boring people.
- He turned out to be a thief - We look up to our parents.

وتنقسم الي أفعال متعدية وأفعال غير متعدية كالآتي :

أفعال ظرفية لا يأتي بعدها مفعول

break down يتعطل / ينهار hurry up يسرع come out تظهر / تنتشر run out ينفذ

Take off تقلع turn up يصل grow up يكبر run away يهرب

go on يستمر / يحدث pull up يتوقف cheer up يبتهج get up يستيقظ

Look out أحترس Watch out أحترس wear out يتهالك break out تنتشر

Examples

- The bus broke down - The bus broke down - My shoes wore out
- The plane takes off on time . - The bus broke down - War broke out in 1939.

أفعال ظرفية يأتي بعد حرف الجر مفعول ثابت سواء كان اسم أو ضمير

Look for يبحث عن laugh at يسخر من search for يبحث عن run into يقابل بالصدفة

Look after يعتني بـ Wait for ينتظر catch up يلحق / يواصل Fall over تسقط

Look into يفحص Apply for يتقدم لـ fall off يقع Laugh at يسخر من

Get on يركب Get off ينزل Take to يدمن Take up يشغل حيز

Examples

- I looked for my bag but in vain. - I will get on the plane soon.

- She will apply for the job of a secretary. - Wait for me here , please.

منقوله من مذكره مستر هشام

turn / switch on	يفتح	take in	يمتص / يخدع / يفهم	end up + ing	ينتهي بـه الحال
turn / switch off	يطفيء	take in	يأوي / يضيق ملابس	come up with	يأتي بفكرة
turn up	يعلي / يصل	take apart	يفكك	come out	تظهر / تصدر
turn down	يخفض	take off	تقلع / يخلع	come across	يقابل بالصدفة
turn out to be	يتضح ان	take on	يوظف / يتحمل مسئولية	come around	يزور
catch up with	يلحق بـ	take up	يشغل حيز	clear up	يرتب / يفسر
cope up with	يساير	take down	يزيل	let down	يخذل
look for	يبحث عن	take to	يدمن / يحب بشدة	let out	يوسع ملابس
look up	يبحث في معجم	take over	يتولي مسئولية	make up	يختلق / يكون
look out	احترس	take after	يشبه	make up	تتبرج / تتمكيج
look after	يعتني بـ	get over	يشفي من	make out	يري بصعوبة
look forward to	يتطلع الي	keep up with	يبقي علي تواصل	make up his mind	يقرر
look up to	يحترم	keep up	يواصل بذل الجهد	find out about	يكتشف عن
look down upon	يحتقر	keep on	يستمر في	carry out	ينفذ
look into	يفحص / يفكر	keep away from	يبتعد	carry on	يستمر / يواصل
laugh at	يسخر من	keep out of	يبتعد عن	see off	يودع
grow up	يكبر / ينضج	break down	يكسر / يحطم	Knock on / at	يطرق علي الباب
put away	يضع في مكانه	break down	تتعطل / ينهار	Knock out	يهزم
Put on weight	يزيد وزن	break out	تنشب / تندلع	work on	يعمل في مشروع
Put on	يرتدي / يخدع	break into	يقتحم	work out	يحسب / يفهم
Put off	يؤجل	break in	اقتحام	work against	يعمل ضد
Put forward	يرشح	go off	تنفجر / يرن	work up	يكافح / يناضل
Put up with	يتحمل	go up	يصعد / يقترب	work for	يعمل لدي مؤسسة
Put out	يطفيء	go on	تحدث - يستمر	Work in	يعمل في صالح
fill in / out	يملأ استمارة	go out	تنطفي	give away	يهب
point to	يشير بأدب	set up	يؤسس	give in	يستسلم
point at	يشير بوقاحة	set off / out	يبدأ رحلة	give up	يقلع / يستسلم
point out	يبين	fall off	يقع من	give off	يطلق غاز
use up	يستهلك	fall over	تسقط	Get to	يصل الي
cut down	يقطع / يرشد	fall out with	يخاصم	Get up	يستيقظ
cut off	يقطع من الجذور	throw away	يتخلص من	Get on with	ينسجم مع
cut out	يقطع بانتظام	throw into	يرمي في	Get in	يدخل بصعوبة

cheer up	يبتهج	run out of	يستنفذ	get over	يشفي من
blow up	تنفجر	run into	يقابل بالصدفة	Get through	يجتاز
blow out	يطفيء	run over	يدهس	Get on	يركب
Lie to	يكذب علي	run away	يهرب	Get off	ينزل

1 **Choose the correct words :.**

1. Ali switched the computer (in-on-off-up) after using it.
2. The granderfather wanted to give (out- in- at- by) his wealth to his sons before his death.
3. Nurses look (in- up- after- for) patients in hospitals.
4. My son looks forward t (on-out- to-with) success with high marks.
5. My friend Huda put (in- up- on- for) a lot of weight. She has become too fat.
6. The thief lied (to- on- after- for) the police about where he was when the accident happened.
7. Mortada Mansour gave (in- up- on- for) his hope to return to be the president of Zamalik Club.
8. The troops of Israel gave (out- in- at- by) when our brave army surrounded them in Sinai.

9-They put their walking boots on and set (up - of – off – in) early in the morning.

10. She was accused (by – off – with – of) violation the copyright.
11. Her life goal was to research ways (to – for – of – in) make medical treatment
12. What impact do you think these women have had(in – of –at - on) Egyptian society ?
13. She always argues (to – with – about – on) her brothers and sister.

14-The government does its best to care (by – with – about – of) medical care.

15-Some young people are interested in finding out (in- on- about-at) the world they live in.

16-Astronmers are constantly searching (about-for- with- on) planets which may support human life.

17- Most of the students depend (in – on – about – of) the internet to do research .

18-The internet helps me to keep (in – on – of – at) touch with my relatives abroad.

19- If you are in danger of suffering -------------- burnout , you will experience a lot of stress .
a) of b) from c) about d) with

20-Is there anything you are worrying (about - of – with – to) which stops you from sleeping

21- Why don't you concentrate (on – in -of – about) your lessons?

22- Have you ever thought (in – off – with – about) studying in the early morning?

23. The government is going to (stay up - sit up - set up -make up) a new hospital in our area .

24-The police are looking (on – into – to – up) the disappearance of two children

25- I have missed some lessons and I need to (reach up -catch up -use up- hold up) up with my classmates

26- Turn your cameras (in – off – on of) so that you can see everyone.

27- All the prayers are kindly requested to turn their mobiles (in – on – off – of) in the mosque

28- We are going to look (after-into-up-down) other ways of sharing documents online.

31-At least, I have 2 days to (keep up-turn up- pick-catch up) with the school work I missed.

32-I can't hear what's on clearly. Please, turn the sound (on – down – up - off)

33- We told her the sound was too loud so she turned it (on – down – of – up)

34. If you have problems , don't get stressed or give (out – away – up – off)

35- You should pay for our goods (in – on – of – from) advance .

36. I hope to hear (of – about – from – with) you soon.

37-There is a vacant job in our company. Why don't you apply (to – with – on - for) it ?
38- When will you turn (of – off – up – on) the light. It bothers me and I want to sleep.
39- Ahmed , Take off your shoes . This means that I ordered Ahmed to take ----------------
a) take off them b) take them off c) take it off d) take off it
40- I couldn't find my mobile at home. I looked (after-for-before-forward) it everywhere but in vain.
41- When does the plane take (in – of – off – away)
42- Please , could you pick the children (off – of – in – of) from their school?
43-We look forward (with – to – of – in) the concert by Amr Diab .
44- Your health is going to deteriorate . You must give (up-off-in-away) smoking.
45- My sister was washing up and went (on-in-at-with) tidying her room.
46. Zamalik played very hard and could get (on-over- through-at) El Ahly and won the tournament.
47. Zamalik played very hard and could get (on-over- through-at) the finals.
48.He's coming up (on- to – with- about) god ideas.
49. The meeting was put (on- to – with- off) as the manager was ill.
50. the teacher sent me (on- of – away- about) as I was lazy.
51. We hope that the prices will come (with – down – up – in) after the government takes some economic decisions.
52. We should bring (with – down – of – up) our children to be good citizens.
53. The doctor advised my father to give (in- on- up- down) smoking.
54. My brother was ill and wanted to make up (for- off- in- down 0 the lessons he missed.
55. The patient got (on- down– over- about) his illness but needed some rest.
56. The dentist took (in – of – off – away) three of my teeth as they decayed.
57. The boy takes (of – about – from – after) his sister athough they are nt twins.
58. I want to set (on-up- through-at) a new WORD programmme to be able to type well.
59 . The new chairman will take (on – down – over - off) next week after the current one retires.
60.Ali is good at making (on- to – with- up) stories . All of his friends like them
61. When I go back home, I took (on- of –off- down) my shoes ut of the house.
63.My mother asked me to put (on-away- through-at) the shopping in the kitchen.
64. If yu don't know the meaning of a word , look it ((on- up – with- off)
65 The ship set (in – of – off – away) the port at 5 PM.
66. The operator put me (on- through –off- down) the manger . He was in the office.
67. I got up late and put (on- to – with- up) my clothes quickly.
68. The rich should give (with – down – out – up) some money to the poor.
69.he manager put (on- through –off- forward) the meeting to give the members a chance to study the reports and they agreed.
70.he firefighters could put (with – down – out – up) the firein a short time . They are efficient.

Grammar

VERBS + (TO + INF.) OR (V.ING)

1- Verbs followed by (v.+ ing)

- بعــض الأفعـــال يأتي بعدها دائمــا (v.ing)

enjoy	يستمتع	miss	يفتقد	deny	يُنكر
mind	يُمانع	prevent	يمنع	Admit=confess	يعترف بـ
finish	ينهي	practise	يمارس	imagine	يتخيل / يتصور
come	يأتي	give up	يقلع عن	fancy	يتخيل /
go	يذهب	put off	يؤجل	can't stand	لا يطيق
Suggest=propose	يقترح	delay	يؤجل	avoid	يتجنب
consider	يفكر	detest	يشمئز	resist	يقاوم
Can't stand	لا يتحمل	regret	يندم	postpone	يؤجل
involve	يشتمل	include	يتضمن	risk	يجازف
keep	يحافظ	hate	يكره	recommend	يوصي ب
spend	يقضي	quit	يتوقف عن	appreciate	يقدر
reject	ينبذ	anticipate	يتوقع	adore	يعشق

Examples:

-They enjoyed watching TV -He kept working for long hours.

- She risks climbing mounts. -Tom suggested / recommends going to the cinema
- You should avoid going out at night. - I don't mind helping you.
- Have you finished reading the newspaper yet? - I suggest taking some time off.
- I need to practise speaking English more often. - I can't stand listening to this loud music.

2- Verbs followed by (to + inf.)

- بعــض الأفعـــال يأتي بعدها دائمــا (مصــدر + to)

agree	يوافق	threaten	يُهدد	manage	يتمكن
arrange	يرتب	want	يريد	deserve	يستحق
decide	يقرر	learn	يتعلم	demand	يطلب
expect	يتوقع	offer	يعرض	refuse	يرفض
hope	يأمل	plan	يُخطط	intend	ينوى
would like/ love	يود - يرغب	promise	يَعِدْ	seem	يبدو
'd prefer	يفضل	dare (to)	يجرؤ	afford	يتحمل
Fail	يفشل	tend	يتولى امر	attempt	يحاول
pretend	يتظاهر	appear	يظهر	Wish	يتمني

Examples:

- We hope to hear from you soon. - My friend offered to lend me what I want.
- I'd like to travel to France someday. - He promised to call me back as soon as possible.
- I need to go to the supermarket to buy some bread.
- We're planning to have a big party on my daughter's marriage.

في النفي نضع (not) قبل (to)

- He promised not to come late again. -They decided not to go out .

3- Verbs + object + (to + inf.)

- بعـــض الأفعــــال يأتي بعدها دائمــا (مصـــدر + to + مفعــول)

expect	يتوقع	cause	يجعل	persuade	يُقنع
want	يريد	tell	يُخبر	warn	يُحذر
order	يطلب	promise	يعد	inform	يُخبر / يُبلّغ
ask	يسأل / يطلب	train	يُدرب	force	يُجبر
invite	يدعو	enable	يُمكن	motivate	يحفز

Examples:

- My teacher advised us to study harder. - He didn't allow us enough time to finish the test.
- Do you think Dad will allow you to go to Amal's party?
- They invited us to have lunch with them.
- The bad weather forced people to stay at home all day.
- I persuaded her to start a new website.

- بعـــض من الأفعــــال في هذه المجموعة يأتي بعدها (مصـــدر + to) بدون مفعول بدون تغيير في المعني

- She promised her father to do her best. = She promised to do her best.

- أحيانا يؤثر حذف المفعول علي المعني عندما لا يوجد مفعول

- We expect Sara to arrive early. (Sara will arrive early)
- We expect to arrive early. (We will arrive early)

- بعـــض من الأفعــــال في هذه المجموعة يأتي بعدها (مصـــدر + how to + مفعول)

- Ali showed us how to reach the station.
- We teach students (how) to read and write.

- عند بناء الجملة للمجهول يأتي بعد هذه الأفعال (مصـــدر + to)

- The bad weather forced people to stay at home all day. (Active)
- People were forced to stay at home all day by the bad weather. (Passive)

- الأفعال (let / make) يأتي بعدهما (مصـــدر + مفعول)

- She wanted to go home, but her boss made her stay until the work was finished.
- My boss let me have the afternoon off to go to my sister’s wedding.

- عند بناء الفعل (make) للمجهول يأتي بعده (مصـــدر + to)

- She wanted to go home, but She was made to stay until the work was finished.

- الفعل (help) يأتي بعده (مصـــدر + مفعول) أو (مصـــدر + to + مفعول)

- He can help me understand this lesson. = - He can help me (to) understand this lesson.

4- Verbs followed by (v.+ ing) / (مصدر + to + مفعول)

- بعـــض الأفعــــال يأتي بعدها (v.ing) أو (مصدر + to + مفعول)

advise	ينصح	encourage	يُشجع
allow	يسمح / يأذن	recommend	يوصى بـ
permit	يسمح / يأذن	forbid	يمنع

Examples:

- They advise walking to town. - They advise her to walk to town.
- They do not allow smoking here. - They do not allow us to smoke here.
- They encourage doing the test. - They encourage Ali to do the test.
- They do not permit smoking here. - They do not permit me to smoke

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5- Verbs followed by (v.+ ing) / (to + مصدر) with no change in meaning

- بعـــض الأفعـــال يأتي بعدها (v.ing) أو (مصدر + to) بدون اختلاف تقريبـــا من حيث المعنى

start / begin	يبدأ	prefer	يفضل
like	يحب	hate	يكره
love	يحب	continue	يستمر

Examples:

- We like to watch / watching tennis.
- The baby started to cry. = - The baby started crying.
- Do you hate working on Saturdays? = - Do you hate to work on Saturdays?

6- Verbs followed by (v.+ ing) / (to + مصدر) with a change in meaning

- بعـــض الأفعـــال يأتي بعدها (v.ing) أو (مصدر + to) مع وجود اختلاف كبير من حيث المعنى

1- stop + (to + inf.) يتوقف لكي يفعل شيء ما

- I stopped to buy a newspaper. : - I stopped in order to buy a newspaper.)

- stop + (v. + ing) يتوقف عن فعل شيء

- I stopped buying a newspaper. : - I no longer buy one.)

2- remember + (to + inf.) يتذكر ما ينبغي عليه أن يفعله

- He remembered to see the man. : - He remembered and then saw the man.

- remember + (v. + ing) يتذكر ما فعله في الماضي

- He remembered seeing the man. : - He saw the man and later remembered.

3- forget + (to + inf.) ينسى أن يفعل شيء ما (أي لم يفعل الشيء)

- He forgot to lock the door. : - He didn't lock it.

- forget + (v. + ing) ينسى أنه قد فعل شيء ما

- He forgot locking the door. : - He locked it but couldn't remember.

4- try + (to + inf.) يُحاول (يبذل مجهود لكي يفعل شيء ما)

- I tried to see over the fence by standing on tiptoe.

- try + (v. + ing) يُجرب ليرى ما سيحدث

- A: This coffee is too hot. B: Try putting some ice in it.

5- regret + (to + inf.) يأسف أنه مضطر أن يفعل شيء ما

- We regret to say that we cannot help you at the moment.

- regret + (v. + ing) يندم على شيء فعله في الماضي

- I regret quitting my job. It was a stupid thing to do.

6- need + v+ ing = need +to + be+ p.p) (Passive)

My car needs (repairing =to be repaired)

7- need + to+ infinitive = need +noun (active)

I need a car =to buy a car

*** ملحوظـــــــات هامـــــــــــة:**

-1 يمكن أن نستخدم (مصدر + to) للتعبير عن الغرض

- I study hard to get good marks. - She is driving quickly to arrive on time.

- هنــــــــا (to = in order to = so as to) بمعني (لكــــــي)

- He completed all his homework **to get a good grade**.

2- هناك تعبيرات يأتي بعدها (v.ing)

It's no good	لا فائدة من	- It **is no good telling** him - he won't listen.
It's no use	لا فائدة من	- It'**s no use worrying** about your exams.
feel like	يرغب في	- I **feel like going** to the beach.
can't help	لا يمكنه التوقف عن	- She **couldn't help falling** in love with him..
can't stand	لا يطيق	- I **can't stand listening** to this loud music.
spend his time	يقضي وقته	- He always **spends his time studying** hard.
waste his time	يضيع وقته	- She always **wastes her time playing** chess.
There's no point in	لا داعي لــ	- There's **no point in buying** a car if you can't drive.
be busy	مشغول في	- She was **too busy doing** her homework.
It's worth		
What abut= how about		
It's fun		
I've difficulty in		

3- حروف الجر تتبع دائما بـ(اسم / ضمير / v.ing)

accuse ..sb. .. of	يتهم بـ	prevent ..sb. .. from	يمنع من
charge ..sb. .. with	يتهم بـ	protect ..from / against	يحمي من
apologize to ..sb. .. for	يعتذر عن شيء	rely on = depend on	يعتمد علي
blame ..sb. .. for	يلوم علي	search for	يبحث عن
complain about	يشكو من	succeed in	ينجح في
concentrate on	يركز علي	talk about	يتحدث عن
do without	يستغني عن	tell ..sb. .. about	يخبر شخص عن
hear about / of	يسمع عن	warn ..sb. .. about	يحذر من

- They **accused me of stealing** their money. - I must **apologize to him for arriving** late.
- She always **complains about** my delay.

4- يمكن أن نستخدم (to) كحرف جر و يأتي بعده (اسم / ضمير / v.ing) مع التعبيرات الآتية

look forward to	يتطلع إلي	object to	يعترض علي
be used to	معتاد علي	devote... to	يكــرس لــ
be accustomed to	معتاد علي	be committed to	ملتزم بــ
take to	يولع بـ - يتحمس لـ	due to=owing to	بسبب
contribute to		adjust to	
in addition to		lead to	
(be) exposed to		cnfess to	
Opposed to		own up to	

- I **look forward to spending** the holidays in Sharm. - I **am used to waiting** for buses.
- My mother **devoted her life to helping** the boys. - She **didn't take to studying** English.

5- نستخدم (مصدر + to) بعد الصفات الدالــة علي المشاعر التالية

disappointed , glad , happy , pleased , relieved , sad , surprised

- I was **happy to help** them. - She **will be delighted to see** you.

6- نستخدم (مصدر + to) مع الجمل التي تبدأ بـ (صفــــة + It's)

- It was **difficult to complete** the rough draft.
- She thought it was **impossible to remember** all the rules.

7- مصدر (to + في المجهول تصبح (to be + pp.)

- He **hopes to be treated** well at school.

8- (v.ing) في المجهول تصبح (being + pp.)

- I **remember being carried to** hospital after the accident.

9- الأفعال التالية الدالة علي الإدراك يأتي بعدها (v.ing) عندما ندرك جــــزء من الحدث

hear	يسمع	notice	يلاحظ
see	يري	watch	يشاهد

- I **heard Huda sing** a song. (This means that I heard the whole song.)

10- و يأتي بعد هذه الأفعال (مصــــدر) عندما ندرك كـــل الحدث

- I **heard Huda singing** a song. (This means that I heard part of the song.)

11- افعال تتبع ب المصدر بدون ( )

Let – make –dare – help

1- Ali **let me use** his car. 2- He can't **dare take** my things.

EXERCISES ON GRAMMAR

1-I like (do – done – does – doing) exercise every day.
2-I hate (to get – gets – got – to getting) water in my eyes.
3-They are going home as soon as they have finished (to work – works – working – worked).
4-They hope (to get – getting – of getting – get) a job they enjoy doing.
5-I learnt (swim - to swim – swam – to swimming) when I was three years old.
6-He dislikes (sleeps – slept – to sleeping – sleeping) during the day.
7-The children enjoyed (to play – with playing - playing – played) in the sea.
8-He admitted (to borrow – borrow – borrowed – borrowing) my pen without asking me.
9-The driver of the car (avoided – planned – offered – hoped) hitting the motorbike.
10-I've tried (read – with reading - to read – reads) that book, but I don't understand it.
11-Do you want (coming – came – comes - to come) to my party.
12-What do you (avoid - plan – finish – practise) to do in the summer?
13-She offered (helping – help - to help – helped) her mother prepare lunch.
14-Ali has decided (studying – studied – of studying - to study) science at university.
15-The boys have arranged (to play – playing – play – plays)football after school.
16-He stopped (to listen - listening – listened – listen) to the radio on hearing a knock on the door.
17-I never forget (find – to find - finding – found) that rare old coin in the garden. I was 12 then.
18-She was doing exercise, then she stopped (listening - to listen – listened – listen) to the radio.
19-I remember (phoning – to phone – phoned – phones) my cousin in America a month ago. He told me a lot about his stay there.
20-Did you remember (posted – post - to post – posting) my letter? – Oh, I completely forgot.
21- I have always regretted (not having – not to have – have – not have) studied harder at school.
21-British Airways regret (announce – announced - to announce – announces) the cancellation of flight BA205 to Madrid.
23-They expect thousands of people (visiting – visited - to visit – visits) Sapporo for the Snow Festival
24-My brother is learning (playing – play – plays - to play) the oud.
25-Musicians practise (to play – playing – being played – play) their instruments for hours a day.
26-She was really pleased (seen – seeing – see – to see) her old friend.
27-He is considering (to go – to going – of going – going) to London this year.

28-He refused (answer – to answer – answering – for answer) my questions.
29-The salesman denied (taking – to take – takes – take) money from the lady.
30-I regretted (criticize – to criticize – criticizing – to criticizing) her in public.
31-When they came to a cafeteria, they stopped (eating – to eat – to eating – to be eaten).
32-I don't fancy (watch – watched – watches – watching) that film. There is a lot of violence in it.
33-He wanted the money (for pay – to pay – pay – paying) for his son's education.
34-His parents warned him (not leaving – not left – not to be left – not to leave) university without a degree.
35-She's training hard (won – winning – to win – of winning) the race.
36-The programme presenter asked Dr. Carter (talk – talking – to talk – talked) about Steinbeck's early life.
37-Leila asked Mona whether she could help her (do – to doing – done – to be done) the shopping.
38-I recommend (to write – writing – written – write) your feelings down on paper.
39.When the children stopped (singing-to sing-sung-sang), everyone clapped. They liked the song very much.
40.They expect thousands of people (visiting-visited-to visit-visits) Sapporo for the Snow Festival next year.
41.My brother is learning (playing-play-plays-to play) the oud.
42.If I were you, I'd avoid (travelling-to travel-travels-travel) into the city during the festival.
43.My parents suggested (go-to go-goes-going) to the theatre.
44.I really want (going-go-to go-went) to Hong Kong for the Chinese New Year.
45.Before you go to London, you should practise (speak-to speak-spoken-speaking) English.
46.Leila stopped (to listen-listening-listened-to listening) to the radio when she had heard a loud knock on the door.
47.I'll never forget (found-to find-finding-founded) that rare old coin in the garden. I was only 12 then.
48.She was doing exercise, then she stopped (listening-to listen-listened-listen) to the radio.
49.I remember (phoning-to phone-phoned-phones) my cousin in America a month ago. He told me a lot about his stay there.
50.Did you remember (posted-post-to post-posting) my letter? - Oh, I completely forgot.
51.I have always regretted (not having-not to have-have-not have) studied harder at school.
52.The band stopped (to play-playing-play-played) and there was silence.
53.She agreed (write-to write-writing-wrote) an article on classical music.
54.Ali shouldn't risk (to drive-drive-driving-drove) so fast.
55.I hate (to sit-sitting-to sitting-sit) doing nothing – I'd rather be working.
56.Don't forget (locking-lock-locked-to lock) the door when you leave.
58.I (deny-dislike-regret-miss) leaving early yesterday. I wish I had stayed to meet you.
59.Mona promised (she comes-to come-coming-will come) and she usually keeps her promises.
60.I can't stand (to listen-listen-listening-to listening) to him.
61.He stopped (write-to write-written-writing) and put down his pen.
62.I tried (stop-to stop-stopping-stopped) him, but he had already left.
63.The thief got into the house because I forgot (closing-closed-to close-to closing) the window.
64.He regretted (leaving-to leave-left-leaves) his job as he couldn't find another one.
65.She couldn't help (to cry-cries-cry-crying) aloud the moment she saw the accident.
66.She deserved (win-winning-to win-won) the first prize.
67.Do you enjoy (listen-to listen-listening-listened) to music?
68.Walid began (to play-plays-played-playing) the guitar when the phone rang.
69.Walid began (playing-to play-plays-played) the guitar when he was six.

70.Would you mind (to lend-lends-lending-lent) me this CD.
71.Do you regret (to go-goes-going-went) to the concert?
72.I've decided (learn-to learn-learning-learned) the piano.
73.He is considering (to go-to going-of going-going) to America this year.
74.He refused (answer-to answer-answering-for answering) my questions.
75.The salesman denied (taking-to take-takes-take) money from the lady.
76.I regretted (criticize-to criticize-criticizing-to criticizing) her in public.
77.When they came to a cafeteria, they stopped (eating-to eat-to eating-to be eaten).
78.I don't fancy (watch-watched-watches-watching) that film. There is a lot of violence in it.
79. -She managed(solve – solving – solves - solved) the problem.
80. -She doesn't feel like (to work – work – working – worked) on the computer.
81. -Everyone stops (to buy – buy – buying – buys) a ticket to attend the show tonight.
82.He would prefer to(fly – to fly – to flying – flying) to Europe.
83-My friend suggested (went - go – going – to go) for a picnic on the beach.
84.-Leila promised (to phone – phoning – to phoning -phoned) her mother .
85.She loves (cooked – to cook – be cooked – cook) for her family.
86.Do you expect (to finish – finishing – finished- finish) your work early today?
87.Musicians practise (to play – playing – played- play) their instruments for many hours a day
88.When studying you should remember------------------ a break every twenty-five minutes.
a) to take b) taking c) to take d) took
89.-You have to stop(to use- using – used – uses) email because it is old-fashioned.
90.You need to (be kept – keeping – keep- am keeping) your mind and body healthy.
91.You should stop to(checked – check- checking checks) social media while you're studying.
92. Suddenly everyone stopped ………… There was silence.
a) talk b) talking c) to talk d) talked
93.You should practise ………….. English all the time.
a) speak b) to speak c) speaks d) speaking
94.When he told us the story, we just couldn't stop ………………
a) laugh b) to laugh c) laughing d) laughed
95.Tamer and I agreed ………… seven pounds each.
a) paying b) pay c) to pay d) was paying
96.Selim is so funny. He stopped ………television because he said it was rotting his brain.
a) to watch b) is watching c) watch d) watching
97.Kareem finished ………… his dinner at 6.30.
a) to have eaten b) to eat c) eating d) eaten
98.Amina admitted not ………… how to open the door.
a) to be known b) knowing c) to know d) known
99.Hany and his sister practise ………… tennis every day after school.
a) playing b) to play c) played d) play
100.I regret ……. you that Nabil will not be joining the team. I know you wanted him with us.
a) telling b) to tell c) have told d) am telling
101-I (deny – dislike – regret – miss) leaving early yesterday. I wish I had stayed to meet you.
102-I can't stand (to listen – listen – listening – to listening) to him.
103-He stopped (write – to write – written – writing) and put down his pen.
104-The thief got into the house because I forgot (closing – closed – to close – to closing) the window.
105-She couldn't help (to cry – cries – cry – crying) aloud the moment she saw the accident.
106-She deserved (win – winning – to win – won) the first prize.
107-He began (to play – plays – played – playing) the guitar when the phone rang.
108-He began (playing – to play – plays – played) the guitar when he was six.
109.Nehad regrets ……… her mother on her birthday. She should have done it.
a) not phone b) not phoned c) not phoning d) not to phone

110.If I were you, I'd avoid …………… into the city during the festival.
a) travels b) to travel c) travelling d) of traveling
111.Before you go to London, you should practise …………… English.
a) speak b) speaking c) to speaking d) speaks
112.I suggest….. to the Sham El-Nessim festival in Egypt next year.
a) to go b) to going c- go d) going
113.I suggest that he ………… to the Sham El-Nessim festival in Egypt next year.
a) to go b) to going c) go d) going
114.Fatma is looking forward to ……………. university next year.
a) starting b) starting c) starts d) started
115.On their way to Luxor, the tourists stopped ………… some photos of an ancient temple.
a) to take b) take c) taking d) to taking
116.Do you regret not ……. the museum when you were in Cairo?
a) to visit b) visited c) visit d) visiting
117.Munir was a soldier so he is used to … a lot of time outdoors.
a) spend b) spends c) spending d) spent
118.-. I started ……..for the bank twenty years ago .
a) work b) worked c) working d) to working
119.. When I was a child, I used to imagine………. a pilot
a) becoming b) to become c) becomes d) become
120. John mailed the letter and remembered ………………..it later.
a) mailing b) to mail c) to mailing d) mails

